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Approved For Release 2005/07/13 : CIA-RDP70-00211R000300160003-7

FILED: *Records* 5
RETURN TO
MANAGEMENT DIVISION

MEMORANDUM FOR THE RECORD:

9 November 1954

1. The question of security controls to be exercised in the microfilming of Top Secret documents for the Vital Materials Program was discussed with [] CIA Top Secret Control Officer.

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2. Specifically the question asked [] was:

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a. When a microphotographer is called upon to microfilm a file series which contains individual Top Secret documents, is he or she required to list the control number of each Top Secret document appearing on the reel?

3. [] stated he did not believe that it was the responsibility of the microphotographer for listing the individual control number of Top Secret documents filmed, but felt that we should ask the custodian of these documents whether they had made such a listing. He felt that in the light of good management the custodian should have a record of the documents filmed.

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4. [] was in agreement with our present system of assigning a separate Top Secret control number to all reels which constitute a complete filming of each project containing Top Secret documents. This Top Secret number is obtained prior to filming from the Area Top Secret Control Officer for the office concerned.

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[]

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